

Virginia Department of Education

Calendar of Reports for 2006-2007

By Contact Office

Due Date	Report Name	Contact Office	Contact Name	Contact Phone No.	Report Status	Web Site Link
20th of Each Month	Adult Basic Education, English Literacy, & Adult Secondary Programs Accountability Report	Adult Education & Literacy	Shannon Beasley	804-371-7852	Same	http://www.doe.virginia.gov/VDOE/Instruction/Adult/
August	GED Testing Center Report	Adult Education & Literacy	Elizabeth Hawa	804-225-2075	Same	http://www.doe.virginia.gov/VDOE/Instruction/Adult/
August	Individual Student Alternative Education Plan Report	Adult Education & Literacy	Michael Nusbaum	804-225-2075	Same	http://www.doe.virginia.gov/VDOE/Instruction/Adult/
September 15, 2006	Annual School Report and Schedules Financial Section	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html
August	Supts. Annual Report - Supplemental Schedules A & B	Budget	Budget Staff	804-225-2025	Same	
November 1, 2006	Certification of Adequate Funds Budgeted to Meet Required Local Effort for the Standards of Quality and Local Match Requirements for Certain State Funds	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html
November 3, 2006	Foster Care Enrollment	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html
February 12, 2007	Private School Participation in Federal Programs	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html
September 22, 2006	Remedial Summer School Enrollment	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/supts/memos/2005/adm044.html
June 5, 2007	Annual Wage & Hour Report	Career & Technical Ed	Anne Rowe	804-225-2838	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/co-op/
To Be Announced	Application for Federal Funding (CTEMS)	Career & Technical Ed	Elizabeth Russell	804-225-2847	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/director.html
Quarterly	Career and Technical Education Adult Class Enrollment Report (CTERS 6) (QF.039A)	Career & Technical Ed	Glenn Davis		Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
June 29, 2007	Career and Technical Education Adult Class Enrollment Report (CTERS 6) for Long Term Classes (QF.039A)	Career & Technical Ed	Glenn Davis		Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/

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May 31, 2007	Career and Technical Education Completer Follow-up Survey	Career & Technical Ed	Glenn Davis		Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
February 1, 2007 and June 5, 2007	Career and Technical Education Industry Certification Reimbursement Reports	Career & Technical Ed	Terry Dougherty	804-225-3349	Same	
May	Career and Technical Education Self-Assessment	Career & Technical Ed	Glenn Anderson	804-225-2840	Same	http://www.pen.k12.va.us/VDOE/Accountability/fpmvamonitoringsystem.html
June 29, 2007	Completer Demographics Collection	Career & Technical Ed	Glenn Davis		Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
March 2, 2007	Secondary Enrollment Demographic Form Spring Report (QF.040)	Career & Technical Ed	Glenn Davis		Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
November 3, 2006	Secondary Enrollment Demographics Fall Report (QF.040)	Career & Technical Ed	Glenn Davis		Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
June 29, 2007	Secondary Student Enrollment Report (CTERS 2)	Career & Technical Ed	Glenn Davis		Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
Monthly	Vocational Education Requisition for Federal Perkins Funds (will be submitted via OMEGA)	Career & Technical Ed	Terry Dougherty	804-225-3349	Same	
June 4, 2007	Vocational Education Requisition for State Equipment to Include Inventory of Equipment	Career & Technical Ed	Terry Dougherty	804-225-3349	Same	
June	Authorized Signatures in Lieu of Division Superintendent	Educational Information Management - Data Administration	Daniele Beahm	804-225-2099	Same	http://www.doe.virginia.gov/VDOE/suptsmemos/2006/adm017.html
July	School Administration (School ID, Div. Supt., Designated Contacts, and Central Office Staff Updates)	Educational Information Management - Data Administration	Daniele Beahm	804-225-2099	Revised	http://www.doe.virginia.gov/VDOE/Publications/ADMN/datacoll/coll.htm
September	Student Record Data Collection - End of Year (EOY)	Educational Information Management - Education Applications	Susan Williams	804-225-2099	Same	http://www.doe.virginia.gov/VDOE/Publications/student-coll/new_coll.html
October	Student Record Data Collection - Fall	Educational Information Management - Education Applications	Susan Williams	804-225-2099	Same	http://www.doe.virginia.gov/VDOE/Publications/student-coll/new_coll.html
April, 2007	Student Record Data Collection - Spring	Educational Information Management - Education Applications	Susan Williams	804-225-2099	Same	http://www.doe.virginia.gov/VDOE/Publications/student-coll/new_coll.html
February 16, 2007	NCLB Title II, Part D Ed Tech Individual Formula Subgrant 1st Performance Report	Educational Technology	Mark Saunders / E-Mail to: PARTD	804/786-0307	Same	http://www.doe.virginia.gov/VDOE/Technology/EdTech/rf.shtml

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September 3, 2007	NCLB Title II, Part D Ed Tech Individual Formula Subgrant 2nd Performance Report	Educational Technology	Mark Saunders / E-Mail to: PARTD	804/786-0307	Same	http://www.doe.virginia.gov/VDOE/Technology/EdTech/rf.shtml
October 1, 2007	NCLB Title II, Part D Ed Tech Individual Formula Subgrant Final Performance Report	Educational Technology	Mark Saunders / E-Mail to: PARTD	804/786-0307	Same	http://www.doe.virginia.gov/VDOE/Technology/EdTech/rf.shtml
May	Early Intervention Reading Initiative	Instruction - Elementary	Ginna Glover	804-786-1997		http://www.doe.virginia.gov/VDOE/suptsmemos/2006/inf113.html
April	Virginia Preschool Initiative Application	Instruction - Elementary	Cheryl Strobel	804-371-7578	Same	http://www.doe.virginia.gov/VDOE/Instruction/Elem_M/early/preschoolinitiative.html
October	Virginia Preschool Initiative Interim Report	Instruction - Elementary	Cheryl Strobel	804-371-7578	Same	http://www.doe.virginia.gov/VDOE/Instruction/Elem_M/early/preschoolinitiative.html
July 31 Annually	Annual Report - Programs for the Gifted	Instruction - Middle/High School	Barbara McGonagill	804-225-2884	Same	https://eb01.vak12ed.edu/ssws/com/vdoe/dataAdmin/jsp/LoginContainer.jsp
June	Application for School Program Approval for Driver Education (Submission via attachment to superintendent's memorandum)	Instruction - Middle/High School	Vanessa Wigand	804-225-3300	Revised	
June	Driver Education Status Questionnaire (Submission via attachment to superintendent's memorandum)	Instruction - Middle/High School	Vanessa Wigand	804-225-3300	Revised	
Ongoing	HB2672 - Notification Process Concerning Driver Education Teachers Who Receive Traffic Citations (Submission via attachment to superintendent's memorandum)	Instruction - Middle/High School	Vanessa Wigand	804-225-3300	Same	
June	Wellness Related Fitness Report	Instruction - Middle/High School	Vanessa Wigand	804-225-3300	Same	http://www.doe.virginia.gov/VDOE/Instruction/PE/
February & August	Reimbursement of Tuition for Eligible Handicapped Students Regional Special Education Programs-1st & 2nd Semesters	Instruction - Spec. Ed.	Sherry Hubbard	804-225-2339	Same	
May 11	Annual Report on Compliance with Standards of Quality	Policy and Communications	Michelle Vucci	804-786-9421	Same	http://www.pen.k12.va.us/VDOE/suptsmemos/2006/adm012.html
March 16	Annual Request for Waivers for Pre-Labor Day Opening	Policy and Communications	Michelle Vucci	804-786-9421	Same	http://www.pen.k12.va.us/VDOE/suptsmemos/2006/adm003.html
September	Charter School Evaluation Report	Program Administration and Accountability	Diane Jay	804-225-2905	Same	

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December/February	Consolidated State Performance Report	Program Administration and Accountability	Roberta Schlicher	804-225-2870	Same	
September	English Language Proficiency Assessment Results	Program Administration and Accountability	Stacy Freeman	804-371-0778	Same	
December	Migrant Child Count Report	Program Administration and Accountability	Stacy Freeman	804-371-0778	Same	
January	Migrant Education Service Provider Report to the Migrant and Seasonal Farmworker Board	Program Administration and Accountability	Stacy Freeman	804-371-0778	Same	
July	NCLB Applications (consolidated and individual)	Program Administration and Accountability	Diane Jay	804-225-2905	Same	
June	Regional Alternative Education Program Final Report	Program Administration and Accountability	Diane Jay	804-225-2905	Same	
November	Regional Alternative Education Programs Report	Program Administration and Accountability	Diane Jay	804-225-2905	Same	
August	Certification of School Bus Insurance	Pupil Transportation	June Eanes	804-225-2037	Same	
August	Certification of Self Insurance	Pupil Transportation	June Eanes	804-225-2037	Same	
Monthly	Crash/Incident Report	Pupil Transportation	June Eanes	804-225-2037	Revised	
December	Pupil Transportation Report	Pupil Transportation	June Eanes	804-225-2037	Same	
March	Certification of Pre-Accreditation Eligibility (Accrediting Standards)	School Improvement	Kathleen Smith	804-786-9421	Same	http://www.pen.k12.va.us/VDOE/suptsmemos/2005/adm016.html
Monthly	Claims Reimbursement Request for School Lunch, School Breakfast and After School Snacks	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	
January 20	Report of Verification of Free/Reduced Meal Applications	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	
July 1	School Nutrition Programs Annual Agreement	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	
July 31	School Nutrition Programs Annual Financial Report for July -June	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	
January 31	School Nutrition Programs Local Accountability Review for School Lunch and After School Snack (local)	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	
January 31	School Nutrition Programs Semi-Annual Financial Report for July-December	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	
July 1, 2006	School Health Advisory Board Annual Report	Special Education and Student Services	Cindy Cave	804-225-2818	Revised	http://www.doe.virginia.gov/VDOE/studentstvcs/shab.shtml
December	Special Education Child Count	Special Education and Student Services	Paul Raskopf	804-225-2080	Same	

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July	Special Education Exit Report	Special Education and Student Services	Paul Raskopf	804-225-2080	Same	
October	Title IV: Safe & Drug-Free Schools & Communities Act Progress Report	Special Education and Student Services	Arlene Cundiff	804-225-2871	Same	
February	Special Education State Performance Report	Special Education and Student Services	Paul Raskopf	804-225-2080	New	
August	Transfer of Funds	Special Education and Student Services	Paul Raskopf	804-225-2080	Same	